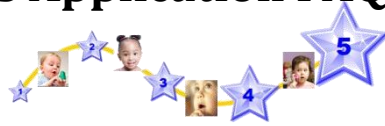# STARS Application FAQs How-To

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Q: How do I check a checkbox?

A: To check a checkbox, place your cursor in the middle of the box and click once.

Q: What does my computer need to fill out the application?

A: You will need to have Adobe Reader to fill out this application. Make sure that if you save this document before filling it out, it is saved with the exact same file name and file type: STARSApplication.pdf

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Q: Should I save a copy of the application on my computer?

A: It is always a good idea to keep a copy of any application or document that you fill out. If you choose to save the document after you have filled it out, make sure it is saved with the exact same file name and file type: STARSApplication.pdf

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Q: How do I submit my application?

A: The application may be emailed to Rhonda Schwenke, rschwenke@mt.gov. To save for your own records, go to File → Save As PDF. To email the document, open up a new email, and attach the saved file.

Or, mail completed application to:

Rhonda Schwenke, Best Beginnings Program Specialist
Early Childhood Services Bureau
P.O. Box 822
Choteau, MT 59422

Q: How do I know my application was received via email?

A: If the application is emailed, you will receive a response email stating the application was received. If you do not receive a response email within 2 days, you should check to make sure it was received.